



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE #5000
FORT RICHARDSON, ALASKA 99505-5000

APVR-RIM

16 July 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DOIM Policy Statement #5, Accountability of Telephone Instruments

1. Purpose. To establish procedures for accountability of telephone instruments connected to DOIM telephone switches.
2. Scope. This policy applies to all USARAK units and tenant organizations receiving telephone service from the DOIM.
3. Policy. The 59th Signal Battalion/USARAK DOIM owns the telephone switches and all connected standard telephone instruments that provide official phone service to USARAK and tenant organizations. Users will not procure any telephone instruments for connection to the telephone switch without approval from the DOIM.
 - a. The DOIM provides single line phones for users. If a user requires a multi-line or feature phone, the unit must transfer funds to the DOIM for the purchase of the equipment. The DOIM will purchase and install the equipment. The equipment will remain property of the DOIM, and will be accounted for on 59th Signal Battalion property records. The DOIM will maintain the equipment, and bear all maintenance costs after the initial purchase and installation (except for damages due to negligence or willful misconduct).
 - b. Users that require specialty phones, such as conference phones and video phones, must request DOIM validation to procure these items. The DOIM will provide guidance to the user on compatibility of the desired equipment with the existing telephone system. Once approved, the user will purchase and fund replacement of these specialty phones. The DOIM will account for these specialty instruments on DOIM property records, and will conduct an annual revalidation with the user to ensure the mission requirement still exists to maintain the phone.
 - c. Users will not establish accountability on their property records for any telephone equipment. The DOIM will account for these instruments.
4. Units should contact the servicing Dial Central Office at their installation for assistance or clarification.

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5. This policy is effective immediately and supersedes all previous policies.

FOR THE COMMANDER:

GERALD H. MILLER
LTC, SC
Director of Information
Management

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